

1 **Rule 4-403. Electronic signature and signature stamp use**

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3 **Intent:**

4 To establish a uniform procedure for the use of judges' and commissioners' electronic  
5 signatures and signature stamps.

6 **Applicability:**

7 This rule shall apply to all trial courts of record and not of record.

8 **Statement of the Rule:**

- 9 (1) A clerk may, with the prior approval of the judge or commissioner, use an electronic  
10 signature or signature stamp in lieu of obtaining the judge's or commissioner's signature  
11 on the following:
- 12 (1)(A) bail bonds from approved bondsmen;
  - 13 (1)(B) bench warrants;
  - 14 (1)(C) civil orders for dismissal when submitted by the plaintiff in uncontested  
15 cases or when stipulated by both parties in contested cases;
  - 16 (1)(D) civil orders for dismissal pursuant to Rule 4-103, URCP 3 and URCP 4(b);
  - 17 (1)(E) orders to show cause and orders to appear/attend under URCP 7A(c)(4) and  
18 URCP 7B(c)(4);
  - 19 (1)(F) orders to take into custody;
  - 20 (1)(G) summons;
  - 21 (1)(H) supplemental procedure orders;
  - 22 (1)(I) orders setting dates for hearing and for notice;
  - 23 (1)(J) orders on motions requesting the Department of Workforce Services (DWS) to  
24 release information concerning a debtor, where neither DWS nor the debtor  
25 opposes the motion;
  - 26 (1)(K) orders for transportation of a person in custody to a court hearing,  
27 including writs of habeas corpus ad prosequendum and testificandum; and
  - 28 (1)(L) orders appointing a court visitor.
- 29 (2) When a clerk is authorized to use a judge's or commissioner's electronic signature or  
30 signature stamp as provided in paragraph (1), the clerk shall sign his or her name on the  
31 document directly beneath the electronic signature or stamped imprint of the judge's or  
32 commissioner's signature.
- 33 (3) In a case where a domestic relations injunction must be issued under URCP 109, the  
34 electronic signature of the judge assigned to the case may be automatically attached to  
35 the domestic relations injunction form approved by the Judicial Council, without the need  
36 for specific direction from the assigned judge and without the need for a clerk's signature  
37 accompanying the judge's signature.

38 (4) All other documents requiring the judge's or commissioner's signature shall be personally  
39 signed by the judge or commissioner, unless the judge or commissioner, on a document  
40 by document basis, authorizes the clerk to use the judge's or commissioner's electronic  
41 signature or signature stamp in lieu of the judge's or commissioner's signature. On such  
42 documents, the clerk shall indicate in writing that the electronic signature or signature  
43 stamp was used at the direction of the judge or commissioner and shall sign his or her  
44 name directly beneath the electronic signature or stamped imprint of the judge's or  
45 commissioner's signature.

46 | *Effective May 24, 2021*